

**Comments on {Operating Unit Name Goes Here} IT Architecture Submissions - {Date Goes Here}**

| <b>Comment</b>  | <b>Action Needed</b> | <b>Advice</b> |
|---|----------------------|---------------|
| <b>Requirement 1: Identify business processes that will be the bases for architectures if more than one architecture will be done for the Operating Unit.</b>   |                      |               |
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| <b>Requirement 2: Develop and document IT Architectural Principles for each of the four IT Architecture views (Business Process, Data/Information, Applications and Technology Infrastructure).</b>                       |                      |               |
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| <b>Requirement 3: Ensure that the IT Architecture Principles and other Architecture efforts are integrated with strategic planning and budgeting processes, as well as with the Government Paperwork Elimination Act.</b> |                      |               |
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| <b>Requirement 4: Characterize and document the Baseline Architecture based on the four IT Architecture views.</b>  |                      |               |
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| <b>Requirement 5: Develop and document a Target Architecture based on the four IT Architecture views.</b>   |                      |               |
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| <b>Requirement 6: Conduct a Gap Analysis.</b> The Gap Analysis identifies the differences between the Baseline and Target Architectures in all related IT Architecture views.   |                      |               |
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| Comment  | Action Needed | Advice |
|--|---------------|--------|
| <b>Requirement 7: Develop and document a Migration Plan.</b> The migration to the Target Architecture needs to be planned and scheduled in manageable increments to accommodate the organization's capacity to handle change.          |               |        |
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| <b>Requirement 8: Create a Technical Reference Model and Requirements Profile. Include an IT Security Requirements Profile in accordance with OMB Circular A-130 Paragraph 8.b.(2)(c)(iii).</b>  |               |        |
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| <b>Requirement 9: Implement Migration Plan.</b> Implementation is contingent upon the budget process and upon obtaining the necessary funds to proceed.  |               |        |
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| <b>Requirement 10: Establish a Governance Structure to ensure enterprise-wide compliance with IT Architecture.</b>   |               |        |
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| <b>Requirement 11: Conduct an IT Architecture Capability Maturity self assessment using the Department's IT Architecture Capability Maturity Model Checklist. Include completed assessment with the IT Architecture documentation.</b> |               |        |
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| <b>General Comments</b>  |               |        |